

# Have you experienced a lately?

If so, be sure to update your benefit information!

A life event (LE) is a major event that changes a person's status or circumstances, such as:



Change in your legal marital status (i.e., marriage, legal separation, divorce, or death of your spouse)



Birth or adoption of a child, or placement of a child for adoption




Death of a dependent

Change in employment status (for employee, spouse, or employee's dependent)



Qualifying LEs allow you to update your medical, dental, vision, and flexible spending plans within 30 days of a life event.

To update your benefits after a qualifying LE, go to UKG Pro.

 <https://n14.ultipro.com>

Myself

> Benefits

> Manage My benefits

**Update My Benefits**



Select the appropriate LE (e.g., a marriage, a birth, etc.) and enter the event date (e.g., your date of marriage, the date your divorce was finalized, etc.).

Add or remove any family members (e.g., a spouse, a child, or a married child) impacted by the LE and then click on **"Shop for Benefits."**

After all of the benefits have been viewed or changed, click **"Review & Confirm."** The LE will not be processed until any applicable documents you uploaded are verified.

**Please email [Benefitshelp@aruplab.com](mailto:Benefitshelp@aruplab.com) with any questions or concerns.**